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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Asian Society Clubbing Event on October 12th 2022 at Buddha Lounge Southampton** | | **Date** | **11/09/2022** |
| **Unit/Faculty/Directorate** | **Asian Cultural Society** | **Assessor** | **Yashvi Depala** | |
| **Line Manager/Supervisor** | ***Malvika Saxena*** | **Signed off** | ***Yashvi Depala*** | |

| ***PART A*** | | | | | | | | | | |
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| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**  **(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Fire | Could cause people to have severe burns, smoke inhalation  Electrical wires and other hazardous stimulus can cause a fire. | Staff, guests | **1** | **5** | **5** | **Make sure, if present, any candles are placed in a safe holder and wires are safely away. There will also be no smoking inside the premises.**  **Ensure debris is cleaned, committee members also should be aware of fire doors and fire extinguisher.**  **Further controls' for each hazard, add 'report any incidents to SUSU and follow guidance**[**https://www.susu.org/groups/admin/howto/protectionaccident**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.susu.org%2Fgroups%2Fadmin%2Fhowto%2Fprotectionaccident&data=04%7C01%7Cak4g20%40soton.ac.uk%7C7e827c27b4d14f94628708da036b8cd7%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C637826057698419795%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=BHIv%2BM%2BmlrkR%2BKmgBHnGz%2Bexkgb7D0Evxmvr4vDDcMk%3D&reserved=0) | **1** | **5** | **5** | Ensure all guests can see the fire exits clearly. |
| Electric shock | The sound system could get overloaded. | Members in the room | **1** | **5** | **5** | **Ensure all electric equipment is being used as it should be and that plug sockets are not overloaded – our society is in no way altering the use of any electrical items at the venue.**  **Further controls' for each hazard, add 'report any incidents to SUSU and follow guidance https://www.susu.org/groups/admin/howto/protectionaccident** | **1** | **5** | **5** | Follow General guidance  In case of an emergency, the venue as well as either Yashvi Depala (President) or Maneesh Vankina (Vice-President) will be contacted immediately.  Contact numbers:  Yashvi Depala: 07500834127  Maneesh Vankina: 07483220779 |
| Slip trips | Causing a leg or other body injury | Staff, guests | **2** | **3** | **6** | **Make sure floors are clear, and any decorations found will be placed correctly immediately** | **2** | **3** | **6** | Constantly assure the floor paths are clear  In case of an emergency, the venue as well as either Yashvi Depala (President) or Maneesh Vankina (Vice-President) will be contacted immediately.  Contact numbers:  Yashvi Depala: 07500834127  Maneesh Vankina: 07483220779 |
| Personal injury or personal illness | If fatal, medical attention is required | Individual(s) | **1** | **5** | **5** | **Make sure committee is aware beforehand in case of emergency measures** | **1** | **5** | **5** | Ensure there is a first aid kit in the venue and an emergency contact list  In case of an emergency, the venue as well as either Yashvi Depala (President) or Maneesh Vankina (Vice-President) will be contacted immediately.  Contact numbers:  Yashvi Depala: 07500834127  Maneesh Vankina: 07483220779 |
| Alcohol poisoning | Medical attention may be required | All guests | **3** | **2** | **6** | **Limit the alcohol amount for guests who have evidently had enough to drink** | **3** | **2** | **6** | Ensure that bar staff are aware and do not serve alcohol to guest again. Make first aider at premises aware as medical attention may be required.  In case of an emergency, the venue as well as either Yashvi Depala (President) or Maneesh Vankina (Vice-President) will be contacted immediately.  Contact numbers:  Yashvi Depala: 07500834127  Maneesh Vankina: 07483220779 |
| Covid-19 | Clean hands/ Clean body | All guests | **1** | **5** | **5** | **Providing hand sanitizer around the venue** | **1** | **3** | **3** |  |
| Covid-19 | Overcrowding | All guests | **2** | **5** | **10** | **Only allowing those with a ticket to enter the premises.** | **2** | **3** | **6** | Arranging one-way traffic through the location if possible. Ie. When committee members are allowing members into the venue |
| Strobe Lighting | Epilepsy Risk | * Club/Socs Members * Guests * Staff | **2** | **4** | **8** | * Provide warnings throughout the event when lots of Strobe lighting is being used | **2** | **4** | **8** |  |

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| ***PART B – Action Plan*** | | | | | | |
| **Risk Assessment Action Plan** | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** | |
|  | Create a single file line for people waiting outside the venue | President – Yashvi Depala Vice-president – Maneesh Vankina | 12.10.2022 | 12.10.2022 |  | |
|  | Create a booking platform to ticket events | Marketing | 01.09.2022 | 24.09.2022 | Check system. Use for any interactions in the venue | |
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| Responsible manager’s signature: | | | | Responsible manager’s signature: | | |
| Print name: Yashvi Depala | | | Date: 24.09.2022 | Print name: Malvika Saxena | | Date: 24.09.2022 |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** | | | | |

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| Impact | | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered. |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support. |
| 4 | Major | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work. |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| Likelihood | |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |